



Tennessee Agricultural Enhancement Program

Hay Storage Facility Cost Share Program



For Fiscal Year 2007 - 2008

Improving Quantity and Nutritional Quality of Hay Through Proper Storage

The purpose of this program is to **increase farm income in Tennessee** by encouraging producers to improve quantity and nutritional quality of hay by using proper storage and management practices. This goal will be achieved by providing cost share funds for producers to install hay storage facilities. This cost share includes construction of new permanent hay storage facilities or the addition of new hay storage sheds to existing structures.

This initiative is funded through an appropriation for farm development in the state's budget as proposed by Governor Phil Bredesen and supported by the Tennessee General Assembly.

Cost Share Reimbursement

Producers can apply for reimbursement of **35% cost share**, up to the maximum. **The maximum cost share available per producer is \$3,500 per program year.** Producers may submit only one hay storage application per program year. **Funding is limited and will be allocated on a first come, first served basis.** TDA reserves the right to modify approval and payment processes in order to ensure fair and timely management of programs.

Cost Share Activity

All projects and facilities must be **pre-approved** before any work is begun on the project. All proposed hay storage structures should conform to the minimum requirements and guidelines of the University of Tennessee Extension Service. These guidelines will be available at county UT Extension offices or from TDA website www.picktnproducts.org or by calling 615-837-5323.

Application Period:

Start accepting applications:July 2, 2007
Deadline for receipt of applications: October 1, 2007
Project must be completed by:May 1, 2008

Applicant Eligibility Requirements

- Applicants must be Tennessee residents and operate a farm or agri-business located in the state
- Applicants must be 18 years of age as of January 1 of current year
- **Applicants must own and manage at least 10 cows or hay producers raise at least 50 acres of hay**
- Applicants with livestock must register their premises with the Tennessee Department of Agriculture (TDA) for the National Animal Identification Program. Applicants can register their livestock premises at Farm Service Agency, UT Extension, Farm Bureau or Tennessee Farmers Co-op locations. Premise registration forms and instructions are also available from TDA on-line at www.tennessee.gov/agriculture/tpis or by calling (615) 837-5120
- Applicants must have demonstrated ability and financial capacity to complete the project
- Facilities must be constructed on producer owned land located in Tennessee

Any application postmarked before July 2, 2007 will be returned.

Applications and additional details about program requirements can be found online at www.picktnproducts.org or by calling TDA's Hay Storage Facility Coordinator at (615) 837-5323. Send e-mail inquiries to Hay.Storage@state.tn.us.

Applications are also available by contacting county offices of: 1) the University of Tennessee Extension Service; 2) Tennessee Farm Bureau Federation.

Applications will be approved on a first come, first served basis until the funds are depleted. Producers will have until May 1, 2008 to complete approved activities and submit reimbursement paperwork. **Only projects approved in advance will be eligible for cost share assistance.**

Additional Cost Share Information:

Site Preparation: The site must be well drained. Cost of site preparation is eligible, but cost of clearing land is ineligible.

Additions: New additions to existing buildings are eligible. Renovations of existing structures are ineligible.

Roof: Metal, shingles, or a polymer coated fabric (i.e. Cover-All, Clearspan, Super Structure, etc.) are eligible.

Flooring: Concrete or 4 – 6 inches of gravel on plastic is eligible. Flooring is recommended but not required.

Applications must include an activity budget with cost quotes.

Labor costs are only reimbursable if conducted by a contractor. Quotes for contracted labor must be provided with application. Funds cannot be used for salaries; therefore labor provided by an applicant or their employees is ineligible. Only applications that are complete and include sufficient information will be considered for approval. Incomplete applications will be returned for clarification and resubmission. A meeting and/or correspondence with the applicant may be required to discuss the application and potential project.

TDA reserves the right to:

- Reject any or all requests
- Provide partial funding for specific activity components that may be less than the full amount requested
- Provide funding contingent on receiving additional information or testimony from the applicant
- Consider each cost share request on a case by case basis
- Waive or modify minor irregularities in requests
- Require the applicant to work with TDA to complete all aspects of the application and reporting requirements
- Withhold payments that do not meet cost share conditions
- Require the applicant to repay funds if the facility is used for any uses other than hay storage within the first three years
- Monitor and evaluate each funded project
- Make site visits relating to the performance of the activity before, during and following completion

Authorization Record

A Grant Authorization and Project Record will be issued by the TDA for each approved application. Funding is not considered approved until the applicant receives an approval letter and a copy of this form. Purchases made prior to the approved date are not eligible for reimbursement.

Reporting Requirements

Following the completion of the approved cost share activity, the producer will complete and sign the Grant Authorization and Project Record and return it to the TDA. Other items to be returned include:

- Receipts of actual expenses as outlined in activity budget, showing cost of the item(s) purchased, date of purchase, description of the item(s) purchased and names, addresses and telephone numbers of both buyer and seller
- Photograph of completed hay storage facility
- Completed Substitute W-9 Form

Payments

Following TDA review of the materials submitted and if no additional information or site visits are required, the Department will request payment to the producer.

Falsifying applications, invoices or other documents submitted to the department may make that producer and farm ineligible to participate in present and/or future TDA programs and may result in civil litigation or criminal prosecution.

Contact

Please direct any questions concerning this program to:

Tennessee Department of Agriculture
Hay Storage Facility Coordinator
P.O. Box 40627, Nashville, TN 37204
(615) 837-5323 – Phone
(615) 837-5194 – Fax
Hay.Storage@state.tn.us

For more detailed information and support materials, go to www.picktnproducts.org.

APPLICANT CHECKLIST

- ☐ Do you meet the eligibility requirements?
- ☐ Do you have your Premise ID? (Required for applicants with livestock.)
- ☐ Have you completed all sections of the application?
- ☐ Did you sign your application?
- ☐ Did you include cost quotes from the proposed vendor?
- ☐ Does your total request for cost share assistance fall within the maximum allotment available (\$3,500 or less)?
- ☐ Please make a copy of your application and support documentation for your reference.



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TAEP HAY STORAGE COST SHARE APPLICATION 2007-2008

(Please Type or Print Legibly)

Date:

Office Use Only – Date Received

APPLICANT INFORMATION

Last Name:	First Name:	Middle Initial:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	SSN or Federal Tax ID:
			<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	State of Tennessee Employee?
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Previously

Producer Mailing Address (#1)

Street:

City:

State:

Zip:

Home Phone #:

Cell Phone #:

E-mail address:

Farm Address (#2) – where hay structure will be built:

Street:

City:

State: TN

Zip:

County where farm is located:

Have you received TAEP funding before?

Ag Growth/Producer Diversification

☐ Yes ☐ No

Cattle Improvement

☐ Yes ☐ No

Hay Storage Facility

☐ Yes ☐ No

Premise ID #:

Premise Acct#:

What's a premise identification number? See "Applicant Eligibility Requirements" section of the guidelines.

1. Type of cattle?

☐ Beef ☐ Dairy ☐ Stocker ☐ None

2. Number in current herd?

_____ Bulls _____ Cows
_____ Calves _____ Stockers

3. Total acres of hay produced?

4. Have you ever produced tobacco?

☐ Yes, currently ☐ Yes, in the past ☐ No

5. What products do you currently produce?

6.a Did you have assistance in planning this project? For example, from county extension agent, industry expert, specialized group or association.
☐ Yes ☐ No

6.b If yes, please indicate whom you are working with.

Type of Hay Storage Structure Requested

☐ New Structure (_____length x _____ height x _____ width)

☐ Addition to Existing Structure (_____length x _____ height x _____ width)

- CONTINUED -

ACTIVITY BUDGET

Provide a **detailed, line-item budget** for the proposed activity using the format presented in the following table.

1. Research the costs related to your proposed activity.
Note: Purchases made before approval date are not eligible for reimbursement.
2. List each item on a separate line.
3. Provide a quote source for each item.
4. Labor costs are only reimbursable if conducted by a contractor. Quotes for contracted labor must be provided.
5. Total the amount of cost share request. **This amount cannot exceed the maximum of \$3,500.**

Item Description	Source of Quote	Cost	Cost Share Request (35% of cost up to MAX)
Total Cost of Activity:			
Total Request for Cost Share: (\$3,500 MAX)			

I certify that all the information on this application is complete, true, and factual to the best of my knowledge and belief. I understand that providing any false, fraudulent, or misleading information may result in penalties and/or make this farm/tract ineligible to participate in present and/or future Tennessee Department of Agriculture programs.

SIGN HERE

X _____
Producer Signature

Date

Mail to:

TN Dept. of Agriculture
 Attn: TAEP Hay Storage
 P.O. Box 40627
 Nashville, TN 37204

**Applications must be received or
 postmarked on or between:**

July 2, 2007 and October 1, 2007

Contact:

TAEP Hay Storage
 (615) 837-5323
 Hay.Storage@state.tn.us

Approval Notification:

Allow 2 weeks for your application to be processed.
 You will be notified of your approval via the mail.

OFFICE USE ONLY

Date of Approval:

Amount Approved:

Notes: